

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
WELFARE TO WORK DIVISION

REFUGEE PROGRAMS BRANCH  
ROBERT A. BARTON, CHIEF

POLICY BUREAU  
Janet Sandlin

Develops and disseminates Refugee Program policy. Operates the United States Repatriation Program. Provides technical assistance to counties, refugee Community Based Organizations and the public on program policy issues. Develops and maintains a Resource Center of materials and data on the Refugee Program and prepares the Refugee Program Report of Accomplishments. Develops and maintains the California Refugee Plan as required by federal law. Coordinates with other CDSS units, other departments and agencies, and with other states on Refugee Program policy. Coordinates the State Advisory Council activities and provides administrative support. Develops and submits applications for the state's Targeted Assistance and Discretionary Funds.

OPERATIONS AND PERFORMANCE BUREAU  
Lenore Schmidt

Reviews and approves county Refugee Plans to assure that they meet Refugee Program requirements and are coordinated with CalWORKs Plans. Evaluates county program performance, provides technical assistance and coordinates with the Office of Refugee Resettlement (ORR) in setting program goals. Develops and maintains all program mandated forms. Leads implementation teams to improve the overall effectiveness of refugee resettlement and to achieve major program initiatives. Oversees county Discretionary Projects.

TECHNICAL SERVICES BUREAU  
Phyllis Iwasaki

Coordinates and maintains the Medi-Cal Eligibility Determination Systems Refugee Program eligibility file. Allocates available funds to counties. Manages Program Cost Accounts for the Refugee Program funding sources. Prepares quarterly performance reports mandated by the Office of Refugee Resettlement. Develops and maintains databases on the following: funding and cost data for each refugee program funding source; assurances and arrivals; caseload and activity data; secondary migration information; and county program performance. Responds to all requests from governmental agencies, legislative requests; court mandates; media requests and public requests for refugee statistical and cost data. Develops and maintains a refugee web page.